

83-1115

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Renovation of the Washington Area Recruitment Office

FROM: James N. Glerum
Director of Personnel
5 E 58

EXTENSION

NO.

DATE 22 April 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDA
7 D 24

26 APR 1983

26 APR 1983

JW

2. A/DDA

25 APR 1983

JW

3. DDA

27 APR 1983

JW

4. D/OL

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

45-4

3-4

Dan,

Can we speed
this up & get it
finished?

STAT

27 APR 1983

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22 April 1983
PERS 83-0981

MEMORANDUM FOR: Deputy Director for Administration

FROM: James N. Glerum
Director of PersonnelSUBJECT: Renovation of the Washington Area
Recruitment Office

Harry

1. I appreciate your memorandum of 23 March 1983 to the Director of Logistics concerning the scheduling of the [] renovation. The informal feedback we have received is that GSA is still negotiating the price of the project.

STAT

2. For your use and information, I have attached some photographs taken of the Reception Office that reflect the sad appearance of the area. In consideration of the disruption posed for members of the public being received in that Office, we have placed two signs in the area which read:

The [] Office is
currently being renovated. We apologize
for our appearance and your inconvenience.

STAT

3. Certainly, our image with the public suffers by not having a presentable office in the Ames Building. I would appreciate any assistance you might be able to give in getting this project under way and completed.

[]

James N. Glerum

STAT

Attachment:
As Stated

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